

## Exhibit Booth Rules & Regulations

**December 4 & 5, 2017**

### Booth Set-up, Tear Down, & Exhibitor Hours

Set up times: Sunday, Dec 3rd from 3:00pm –6:00pm. Tear down times: Tuesday, Dec. 5<sup>th</sup> after 2:30pm Mega Center will be open Monday from 7am – 2:45 pm and Tuesday from 7am – 2:00pm for participants to visit exhibitors.

### BOOTH EQUIPMENT

The booth set-up is a standard blue and white piped, draped 8' x 10' booth (back 8' high, side rail dividers 2' high). Includes 1 line ID sign with booth number, 2 chairs and 1 - 2' x 8' table with blue skirt. Exhibitor area is carpeted.

### LIABILITY INSURANCE

Within 10 days of registration for a booth at the Raising Student Achievement Conference (RSAC), Exhibitors must provide a copy of their Certificate of Insurance showing a minimum coverage of \$1,000,000 and naming IARSS/ROE/RSAC as additional insured.

### CANCELLATION

All cancellations must be made in writing to the Exhibit Chair. Written notification must be post marked on or before November 3, 2017, to receive all monies, less a 50% administrative fee per booth refund. After November 3, no monies will be refunded. If booth is not occupied by 7:00 am Monday, Dec. 4, Exhibit Chair will have the right to use such space as deemed necessary to eliminate empty spaces in the exhibitor area.

In the event of flood, fire, strikes, riots, civil commotion or other uncontrollable circumstances that render the exhibit area unfit or unavailable for use within 10 days prior to the opening date of the exhibit, 50 percent of the money paid for rental will be refunded. Conference will not be canceled due to inclement weather.

### EXHIBITOR'S ADMISSION BADGE

Exhibitors must register and pick up their badges before entering the exhibit hall, and must wear the RSAC exhibitor badge at all times.

Participating firms will be given one complimentary exhibitor badge for each exhibitor registered. Other individuals (including but not limited to authors,

consultants, colleagues, friends and relatives) who may be associated with the company, but who are not working in the booth, must pay the regular conference registration fees. Special permission in writing must be obtained from the Conference Chair for individuals 16 years of age and under who are part of a special demonstration in the exhibitor's area.

### EXHIBIT CONSTRUCTION

No special signs, booth construction, apparatus, or lighting fixtures are permitted in excess of 8' in background height. All construction or parts of the display must be placed at least 5" in from the aisle. Displays occupying the back half of the booth will not be permitted to exceed the 8' height of the back wall.

Interference with the light and space of other exhibitors is strictly prohibited. All display materials exposing unfinished surfaces to neighboring booths are not permitted and must be finished at the exhibitor's expense. Conference Chair reserves all rights to have such finishing done and to bill the exhibitor for all incurred costs.

### EXHIBITOR LODGING

For lodging information, contact Pheasant Run Resort and Spa. Ask for the Raising Student Achievement Conference rate.

### LOCATION OF EXHIBITS

The exhibit venue will be located in the Megacenter at Pheasant Run Resort and Spa. Measurements shown on the diagram are as accurate as possible, but Conference Chair reserves the right at all times to modify the floor plan to meet the needs of the exhibit and the exhibitor.

### PAYMENT

To guarantee booth space, full payment must be received no later than November 11. No exhibit will be allowed until full payment has been made and all terms of the contract fulfilled. Any exhibitor failing to occupy the space is not excused of the obligation of paying the full rental space. Please see "cancellation" section.

### SALES

Exhibitors may sell or take orders; however, exhibitors shall be solely responsible for obtaining all licenses and permits required by

the city, county and /or state, and for payment of all taxes and fees. Exhibitors may have raffles at their individual booths.

### SECURITY

Exhibit Chair will provide necessary security during hours the exhibit area is closed. Exhibitors are responsible for their own exhibit materials and should insure the exhibit against loss or damage from theft, accident, vandalism, fire, or other causes. All property of an exhibitor is understood to remain in the exhibitor's care, custody, and control in transit to, from, or within the confines of the exhibit hall.

### SHIPPING

Exhibitors may download the Pheasant Run Master Order Form from the RSAC website or call Pheasant Run for shipping information (603-584-6300).

### SPACE ASSIGNMENT

Conference Chair reserves the right to solely determine the location of exhibitor's exhibit space, and further reserves the right to rearrange the floor plan or relocate exhibitor's assigned space (exhibitor will be notified).

### USE OF SPACE

All demonstrations, interviews, literature distributions, or other promotional activities must be confined within the space rented by the exhibitor. Sufficient space must be provided within the booth to contain persons watching any demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisle(s) near their booth free of congestion due to demonstrations or other promotions.

No exhibitor will assign, sublet, or share space allotted without the knowledge and consent of Conference Chair. Exhibitors must show only goods manufactured or dealt in by them in the normal course of business. Food and beverage products may be distributed in sample quantities by those exhibitors engaged in the processing of these products. Other exhibitors wishing to dispense sample foods and beverages must obtain approval of the Conference Chair and must conform to the regulations of the exhibit hall.